Part 5

How a PI approves report for employee who worked on his/her project.

1. After logging into SC, click Approval Queue and then Time and Effort.

2. Click on the icon to view the report.
3. Once the report is displayed, check the checkbox and then click the Submit button.

<table>
<thead>
<tr>
<th>Period From / To</th>
<th>Account</th>
<th>% of Effort</th>
<th>Research</th>
<th>Instruction</th>
<th>Clinical Trials</th>
<th>Clinical Activities</th>
<th>Other</th>
<th>Account</th>
<th>% of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02 - 12/31</td>
<td>01581005</td>
<td>1.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000</td>
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<tr>
<td>Total</td>
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<td></td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
</tr>
</tbody>
</table>

VERIFICATION

This is to certify that the percentage of effort charged to research, instruction, clinical trials, clinical activities, and other activities as indicated above is reasonable in relation to work performed by the employee.

Employee: [Signature]  
Supervisor with first-hand knowledge of employee's activities:

Certified by: [Signature]  
Date: 03/19/2019

Submit